



**FISCAL YEAR 2003-04  
PRINCIPAL APPORTIONMENT TAX SOFTWARE  
TRAINING GUIDE  
SOFTWARE VERSION 2003-3.02**

**CALIFORNIA DEPARTMENT OF EDUCATION**

**School Fiscal Services Division**

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# Table of Contents

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<b>1.0</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	About this Training Guide .....	1
1.1.1	Audience .....	1
1.1.2	Prerequisites .....	1
1.2	Using this Guide .....	1
1.2.1	Training Guide Description .....	1
1.2.2	Training Guide Contents .....	1
1.2.3	Document Conventions .....	2
1.2.4	Form Cross Reference .....	2
<b>2.0</b>	<b>LESSON 1—SOFTWARE INSTALLATION .....</b>	<b>3</b>
2.1	Installing the Software .....	4
2.1.1	Task: Install DCOM from Internet Explorer .....	4
2.1.2	Task: Install the Software from Internet Explorer .....	6
2.2	Other Installation Methods .....	8
2.3	Changing Your Monitor's Resolution .....	9
2.3.1	Task: Changing the Resolution of Your Monitor .....	9
<b>3.0</b>	<b>LESSON 2—LOGGING ON .....</b>	<b>11</b>
3.1	Adding New Users .....	12
3.1.1	Task: Add a New County Auditor User .....	12
3.1.2	Task: Add a New County Office of Education User .....	13
3.2	Logging On and Off .....	14
3.2.1	Task: Log On and Off .....	14
3.3	Main Menu Screen .....	15
3.3.1	Taxes Main Menu .....	15
3.3.2	Information Bar .....	16
3.4	Main Menu Options .....	17
3.4.1	File Menu .....	17
3.4.2	Period Menu .....	17
3.4.3	LEA Menu .....	18
3.4.4	Tools Menu .....	18
3.4.5	Help Menu .....	18
3.5	Selecting the LEA and Entry Screen .....	19
3.5.1	Task: Select the LEA and Entry Screen .....	19
3.6	Entry Screen Navigation .....	20
3.6.1	Accessing Entry Screens .....	20
3.6.2	Moving Through Fields .....	20
3.6.3	Multiple Record Entry Screens .....	20
3.6.4	Switching Between the Tabbed and Drop-Down Menu .....	20
3.6.5	File Menu .....	21
3.6.6	Note Menu .....	22
3.6.7	Tools Menu .....	22

3.6.8	Help Menu .....	22
3.6.9	Delete button .....	22
3.6.10	Cancel button .....	22
<b>4.0</b>	<b>LESSON 3—ENTERING TAX INFORMATION.....</b>	<b>24</b>
4.1	Entering County and School District Taxes.....	25
4.1.1	Task: Enter Data in the Taxes Entry Screen .....	25
4.2	Copying Tax Data .....	28
4.2.1	Task: Copy Tax Data from P-1 to P-2 .....	28
<b>5.0</b>	<b>LESSON 4—EXPORTING A CERTIFIED DATA FILE TO THE COE .....</b>	<b>31</b>
5.1	Exporting a Certified Data File.....	32
5.1.1	Task: Exporting to a Certified Data File.....	32
5.2	Sending Certified Data Files To Your County Office .....	34
5.2.1	Task: Understand the Concept of Sending Files To Your County Office ....	34
<b>6.0</b>	<b>LESSON 5—IMPORTING A CERTIFIED DATA FILE .....</b>	<b>36</b>
6.1	Importing a Certified Data File.....	37
6.1.1	Task: Import from a Certified Data File .....	37
<b>7.0</b>	<b>LESSON 6—PRINTING REPORTS .....</b>	<b>39</b>
7.1	Printing a Report from an Open Entry Screen .....	40
7.1.1	Task: Print from an Open Entry Screen .....	40
7.2	Printing from the Main Menu Screen .....	42
7.2.1	Task: Print Reports .....	42
7.2.2	Task: Print Certifications .....	43
7.2.3	Task: Print Blank Reports .....	44
7.2.4	Task: Print Blank Certifications.....	46
7.2.5	Task: Print Summary Reports .....	48
7.2.6	Task: Print Certification Exception Reports .....	49
7.2.7	Task: Print a COE Certification.....	50
<b>8.0</b>	<b>LESSON 7—UPLOADING DATA TO THE CDE .....</b>	<b>52</b>
8.1	Uploading Certified Files to the CDE.....	53
8.1.1	Task: Upload Certified Data .....	53

# 1.0 Introduction

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This document is designed to instruct you on the functionality of the 2003-04 Principal Apportionment Tax Software used by County Auditors and County Offices of Education to enter and submit school district and county taxes.

## 1.1 ABOUT THIS TRAINING GUIDE

### 1.1.1 AUDIENCE

This training guide is designed to assist County Auditors and County Offices of Education who will be using the Principal Apportionment Tax Software to enter school district and county taxes. In Fiscal Year 2003-04, County Offices of Education will use the Principal Apportionment Tax Software to submit tax related data to the California Department of Education.

### 1.1.2 PREREQUISITES

To ensure your success, we recommend that you first take a course in *Microsoft Windows* or have equivalent knowledge of the basic concepts of the *Windows* environment.

## 1.2 USING THIS GUIDE

You will use this guide as you complete each lesson's tasks. You can also use this as a quick reference for particular procedures.

### 1.2.1 TRAINING GUIDE DESCRIPTION

This Training Guide allows you to build upon each skill with tasks learned in previous lessons.

### 1.2.2 TRAINING GUIDE CONTENTS

Each chapter contains lessons with objectives, explanations, and guided hands-on activities for you to follow.

### 1.2.3 DOCUMENT CONVENTIONS

This document uses the following conventions to describe functions and procedures in the software:

<b>Window Names</b>	The names of windows, screens, and dialogue boxes use title case, such as: Save As window User Information screen
<b>Commands</b>	Commands are operations you must follow in order to perform certain functions in the Tax Software. Bold face font is used, such as: Select <b>Print</b> from the <b>File</b> menu Click the <b>OK</b> button
<b>Key Commands</b>	Key commands are operations for pressing particular keyboard keys rather than a button on a screen. Keys are represented as Press the <span style="border: 1px solid black; padding: 0 2px;">Tab→</span> key. Press <span style="border: 1px solid black; padding: 0 2px;">Enter</span> .

### 1.2.4 FORM CROSS REFERENCE

The following table is a cross-reference of the old form numbers to the new entry screen name:

Old Form Number	New Entry Screen Name
<b>County Auditor</b>	
J-29B / J-29C	Taxes

## 2.0 Lesson 1—Software Installation

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### Lesson Objectives

To learn how to properly install the Tax Software, you will:

- A** Install DCOM from the Internet.
- B** Install the Tax Software from the Internet.
- C** Learn about other methods of installation.
- D** Change your monitor's resolution.


## 2.1 INSTALLING THE SOFTWARE

In this section, you will learn how to install the software from the Internet. This section describes the software installation for Windows 95, 98, ME, NT, 2000 and XP.

Note: Windows 95 and 98 users must install DCOM before installing the Tax Software.

### 2.1.1 TASK: INSTALL DCOM FROM INTERNET EXPLORER


- ☐ Objective: To successfully install DCOM from the Internet using Internet Explorer.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Open Internet Explorer by clicking the  icon on your Desktop.	The Internet Explorer browser window opens.
2. Navigate to <a href="http://www.cde.ca.gov/fiscal/software">www.cde.ca.gov/fiscal/software</a> .	The SFSD Software – downloadable page opens.
3. Scroll down to the <b>DCOM Installation Files for Windows 95 and 98</b> section.	
4. Click the <b>DCOM98.exe</b> link.	The File Download dialog box displays. Note: If you are installing the software to a Windows 95 machine, click on the <b>DCOM95.exe</b> link.
5. Click <b>Save</b> .	The Save As dialog box displays.
6. Select <b>Desktop</b> from the <b>Save In</b> drop-down list.	
7. Click <b>Save</b> .	The progress meter dialog box displays the results of the download process.
8. Un-check the <b>Close this dialog box when download completes</b> checkbox.	When the download is complete, the Download Complete message displays in the progress meter dialog box.
9. Click <b>Open</b> .	The DCOM for Windows 98 dialog box displays.

10. Click <b>Yes</b> .	The Microsoft End-User License Agreement dialog box displays.
11. Click <b>Yes</b> .	<p>The self-extract utility and installation process begins and the necessary files copy to your computer.</p> <p>A prompt message to restart your computer displays.</p>
12. Click <b>Yes</b> .	The operating system closes any open windows, shuts down the computer and then restarts it.
13. Login to your computer as you usually would and proceed to install the Tax Software from Internet Explorer (see Section 2.1.2)	

### 2.1.2 TASK: INSTALL THE SOFTWARE FROM INTERNET EXPLORER

- ☐ Objective: To successfully install the Tax Software from the Internet using Internet Explorer.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Open Internet Explorer by clicking the  icon on your Desktop.	The Internet Explorer browser window opens.
2. Navigate to <a href="http://www.cde.ca.gov/fiscal/software">www.cde.ca.gov/fiscal/software</a> .	The SFSD Software – Downloadable page opens.
3. Scroll down to the <b>Tax Software</b> section.	
4. Click on the <b>Tax2003-3_02.exe</b> link.	The File Download dialog box displays. Note: If you are installing the software to a Windows NT machine, click on the <b>TaxNT2003-3_02.exe</b> link.
5. Click <b>Save</b> .	The Save As dialog box displays.
6. Select <b>Desktop</b> from the <b>Save In</b> drop-down list.	
7. Click <b>Save</b> .	The progress meter dialog box displays the results of the download process.
8. Un-check the <b>Close this dialog box when download completes</b> checkbox.	When the download is complete, the Download Complete message displays in the progress meter dialog box.
9. Click <b>Open</b> .	The self-extract utility and installation process begins.  The necessary files copy to your computer. A dialog box may display that informs you that setup cannot continue because some system files are out of date. Update these files by clicking <b>OK</b> .  Once the program has installed the setup initialization files, the Tax Software Setup window displays.

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10. Click **OK**.

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The Tax Software Setup dialog box displays.

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11. Click the computer icon button.



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It is *highly* recommended that you accept the default directory but you can change the directory by clicking **Change Directory** and then entering or selecting the desired directory in the dialog box.

The **Choose Program Group** dialog box displays

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12. Click **Continue**.

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If you want to give the group a different name, type a name or description in the text box and then click **Continue**. It is suggested that you accept the default program group.

The progress meter displays the installation status. When the progress bar reaches 100%, the window closes, and the dialog box displays that the software setup completed successfully.

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13. Click **OK**.

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## **2.2 OTHER INSTALLATION METHODS**

There are two other methods you can use to install the Tax Software:

1. Install the software from CD-ROM

Upon release, the software will be available on CD-ROM. Contact the CDE for the software.

2. Install the software from 3 ½" floppy disks

Installation from floppy disks is cumbersome. If floppy disk is the only alternative (e.g. user computer has no internet connection and no CD-ROM drive), the affected user should contact CDE for a set of floppy disks. Instructions and the disks are available only on a case-by-case basis from CDE.

## 2.3 CHANGING YOUR MONITOR'S RESOLUTION

The final adjustment that you may want to make to your computer is to set your display for optimal performance of the Tax Software. The software is optimized for 800 × 600 pixel resolution, although higher resolutions, such as 1024 × 768 pixels, are acceptable.

**Note:** Changing the display size affects how other software programs display on your screen.

### 2.3.1 TASK: CHANGING THE RESOLUTION OF YOUR MONITOR

- ☐ Objective: To learn how to change your monitor's screen resolution.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Make sure all your windows are minimized so your Desktop displays.	
2. Right-click on your Desktop.	
3. Select <b>Properties</b> from the pop-up menu.	
4. Select the <b>Settings</b> tab in the <b>Display Properties</b> dialog box.	
5. Under <b>Screen area</b> , move the slider until the pixel resolution is <b>800 X 600 pixels</b> .	If you are changing the resolution on a Windows 95 or NT computer the slider is under the <b>Desktop area</b> .  Observe how images and text expand or contract, depending on the settings you choose.
6. Click <b>OK</b> .	

This image shows a full page of a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a guide for writing. There are no margins, text, or other markings on the paper.

## 3.0 Lesson 2—Logging On

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### Lesson Objectives

To begin using the software, you will:

- A** Add new County Auditor and County Office of Education users to the system.
- B** Log on to the system.
- C** Examine the Main Menu.

## 3.1 ADDING NEW USERS

You can add one or more County Auditor or County Office of Education users to the Tax Software. For purposes of this training guide you will learn how to add one County Auditor and one County Office of Education user.

### 3.1.1 TASK: ADD A NEW COUNTY AUDITOR USER

- ☐ Objective: To learn how to add a user for a county auditor.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Start the Tax Software.	The Logon screen displays.
2. Click the <b>New User</b> button.	The New User entry screen displays.
3. Type <i>County Auditor</i> in the <b>Contact Name</b> field. Press <span>Tab→</span>	
4. Select <b>County Auditor</b> from the <b>User Group</b> drop-down list. Press <span>Tab→</span>	
5. Select <b>Alameda</b> from the <b>County</b> drop-down list. Press <span>Tab→</span>	Some fields are disabled when you create a County Auditor user (for example, the <b>School District</b> field.)
6. Enter (555) 555-5555 (x555) in the <b>Phone</b> field.	The <b>Extension</b> , <b>Fax</b> and <b>E-Mail</b> fields are not required. To save time during training, we will not enter data in either the FAX or E-mail fields.
7. Click <b>OK</b> .	The Logon screen displays again with the new user you entered in the <b>Please Select User</b> dialog box.

### 3.1.2 TASK: ADD A NEW COUNTY OFFICE OF EDUCATION USER

- Objective: To learn how to add a user for a county office of education.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Start the Tax Software.	The Logon screen displays.
2. Click the <b>New User</b> button.	The New User entry screen displays.
3. Type <i>County Office</i> in the <b>Contact Name</b> field. Press <span>Tab→</span>	
4. Select <b>County Office</b> from the <b>User Group</b> drop-down list. Press <span>Tab→</span>	
5. Select <b>Alameda</b> from the <b>County</b> drop-down list. Press <span>Tab→</span>	Some fields are disabled when you create a County Office user (for example, the <b>School District</b> field.)
6. Enter (555) 555-5555 (x555) in the <b>Phone</b> field.	The <b>Extension</b> , <b>Fax</b> and <b>E-Mail</b> fields are not required. To save time during training, we will not enter data in either the FAX or E-mail fields.
7. Click <b>OK</b> .	The Logon screen displays again with the new user you entered in the <b>Please Select User</b> dialog box.

## 3.2 LOGGING ON AND OFF

Now that you have added new users to the software, you are prepared to logon.

### 3.2.1 TASK: LOG ON AND OFF

- ☐ Objective: To log on as different types of users in the software and to properly log off and exit the system.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Select the <i>County Office</i> user from the <b>Please Select User</b> drop-down list in the Logon screen.	
2. Click the <b>Logon</b> button.	The <b>Main Menu</b> window displays.
3. Select <b>Logout</b> from the <b>File</b> menu.	The Logon screen displays. Note: When <b>Logout</b> is selected, the software returns to the Logon screen. When <b>Exit</b> is selected, the software closes.
4. Select the <i>County Auditor</i> user.	
5. Click the <b>Logon</b> button.	The <b>Main Menu</b> window displays.
6. Select <b>Logout</b> from the <b>File</b> menu.	The Logon screen displays. Note: When <b>Logout</b> is selected, the software returns to the Logon screen. When <b>Exit</b> is selected, the software closes.
7. Click the <b>Exit</b> button.	The software closes.

### 3.3 MAIN MENU SCREEN

The Main Menu screen is the starting point in the Tax Software.

As either the County Auditor or County Office user, you will have access to the Taxes Main Menu.

#### 3.3.1 TAXES MAIN MENU

When you logon as a County Auditor or County Office, the Taxes Main Menu screen displays with the County Office of Education listed.

The Main Menu screen displays with two grids:

**LEA grid:** The top grid contains the following information about the logged in LEA.

Field	Description
SELECTED	Denotes selection status for printing and/or exporting data. The default selection is <b>No</b> . Change the selection to <b>Yes</b> by clicking the <b>Selected</b> cell in the appropriate district row.
COUNTY_ID	The county identification number.
DISTRICT_ID	The district identification number.
SCHOOL_ID	The school identification number.
COUNTY_NAME	The selected county.
DISTRICT_NAME	The district name.
SCHOOL_NAME	The school name, if any.
DISTRICT_TYPE	The district type.
LOWEST_GRADE	The lowest grade-level offered for the LEA; 0 is displayed for kindergarten.
HIGHEST_GRADE	The highest grade-level offered for the LEA.

**Entry Screens:** The bottom grid contains the entry screen that you can access to view or enter tax data.

Field	Description
SELECTED	Denotes selection status for printing and/or exporting data. The default selection is <b>No</b> . Change the selection to <b>Yes</b> by clicking the <b>Selected</b> cell in the appropriate entry screen row.
ENTRY_SCREEN_NAME	The entry screen name.
CERTIFICATE_NUMBER	A unique number that is generated after data is entered and saved.

Field	Description
NUM_RECORD	Number of records in the entry screen.
NUM_ERROR	Number of errors in the entry screen.
NUM_WARNING	Number of warnings in the entry screen.
LAST_MODIFIED_DATE	The date and time records in the entry screen were last modified and saved.
LAST_EDIT_CHECK_DATE	The date and time the entry screen was last saved and checked for errors. Not all screens are checked for errors, but the field still contains date and time information upon saving.
LAST_EXPORT_DATE	The date and time the entry screen data was last exported to a certified data file.
LAST_IMPORT_DATE	The date and time that certified data was last imported into the entry screen.

### 3.3.2 INFORMATION BAR

The bottom of the Main Menu screen contains an Information Bar that lists, from left to right, the following information:

- The Tax Software version.
- Your user name.
- The fiscal year and selected period.
- The task you are performing (Certification).
- The current date.

If you logout and logon with a new user account, or if you change periods, the Information Bar reflects the changes.

## 3.4 MAIN MENU OPTIONS

### 3.4.1 FILE MENU

The **File** menu contains the following commands:

Command	Description
Import	<b>Import</b> is a method by which data from another properly formatted file can be imported into the Tax Software.
Export	<b>Export</b> is the process in which the Tax Software exports data to a text file or to a certified data file.
Print	The <b>Print</b> menu allows you to print reports. The main commands in the <b>Print</b> menu include <b>Reports</b> , <b>Blank Reports</b> , <b>Certification</b> , <b>Blank Certification</b> , <b>Summary</b> and <b>Certification Exception</b> . Additionally, if logged on as the County Office user type, a <b>COE Certification</b> report is available.
Printer Setup	The <b>Printer Setup</b> command opens a standard Windows Printer Setup window. You can select the printer to which you will print reports and the default number of copies you will print each time.
Logout	The <b>Logout</b> command logs the current user out of the application and returns to the Logon screen.
Exit	The <b>Exit</b> command closes the program and returns you to Windows.

### 3.4.2 PERIOD MENU

The **Period** menu allows you to switch between different reporting periods for the current fiscal year and for corrections.

There are three reporting periods for the current fiscal year (P-1, P-2, and Annual) and one reporting period for corrections (Annual). When you open the Tax Software, it will always open to the last reporting period used.

#### 3.4.2.1 CHANGING REPORTING PERIODS

When reporting taxes for the current fiscal year, select a period by selecting **P-1**, **P-2**, or **Annual** from the **Period** menu. When reporting taxes for corrections, select **Corrected** from the **Period** menu, then select **Annual** from the sub-menu. A checkmark displays next to the selected period in the **Period** menu.

**Note:** You must use the appropriate fiscal year software to make any prior year corrections. For example, you would use the 2002-2003 software in fiscal year 2003-2004 to make 2002-2003 corrections.

### 3.4.3 LEA MENU

The User Group selected when the account was created determines the LEA Menu choices. However, because only the Taxes entry screen is available within the software, the County Auditor is the only LEA Menu option.

### 3.4.4 TOOLS MENU

You can edit your user contact information by selecting **User Information** from the **Tools** menu. The User Information window displays your current user information. You can only modify the contact name, telephone number, fax number, and e-mail fields. You cannot change your user group or county from this entry screen. You must create a new account if you want to change this information.

When logged in as a County Office user type, the **Contact Information** and **Upload Certified Data** menu items are available. County Offices can view contact information about the County Auditor whose data they have imported. To display the contact information for the County Auditor, click the SELECTED column cell of the LEA in the top grid. From the **Tools** menu, select **Contact Information** to display the **Contact Information** window. The **Upload Certified Data** command allows the County Office user to upload the final data file to the California Department of Education via File Transfer Protocol (FTP).

### 3.4.5 HELP MENU

The **Help** menu is a useful tool if you need assistance with a particular entry screen or program function.

Clicking **Help** or pressing the F1 key displays the Help window. Some areas of help include assistance for screens, deadline information, and general software help.

Clicking **About** displays the version number of the software, similar to the Logon Window. To return to the Tax Software, click **OK**. If you would like to view your Windows system information, click **System Info**. The System Information window displays information about your hardware, software, and Windows environment.

## 3.5 SELECTING THE LEA AND ENTRY SCREEN

### 3.5.1 TASK: SELECT THE LEA AND ENTRY SCREEN

- ☐ Objective: To learn how to select and deselect the County Auditor LEA and Taxes entry screen for printing and exporting.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Start the Tax Software	The Logon screen displays.
2. Logon as the <i>County Auditor</i> user.	The Main Menu opens.
3. Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
4. Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
5. Click the <b>Selected</b> column cell of the <b>Taxes</b> program and change it to “Yes”.	
6. Click the <b>Selected</b> column cell of the <b>Taxes</b> program and change it to “No”.	
7. Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

## 3.6 ENTRY SCREEN NAVIGATION

### 3.6.1 ACCESSING ENTRY SCREENS

Clicking on a row in the Entry Screens section of the Main Menu opens the entry screen for data entry.







The data is entered into “cells”. Some cells may be disabled (grayed out). These disabled cells are used to show calculated values or to prevent a user from entering data that does not apply.

### 3.6.2 MOVING THROUGH FIELDS


You can move to a different field in three different ways. You can press the **Tab** key, **Enter** key, or you can move the mouse pointer over the field you want and then click the left mouse button. You can move to the previous field by pressing **Shift + Tab**. The program highlights the value in that field once the cursor displays there. If the next field does not display in the window, the program scrolls up or down the entry screen to display your selected field.


### 3.6.3 MULTIPLE RECORD ENTRY SCREENS

Some entry screens allow multiple records to be created. Select an existing record, add a new record, or delete the currently selected record by clicking on one of the following buttons:

Button/Function	Description
	Moves to the first record.
	Moves to the previous record.
	Moves to the next record.
	Moves to the last record.
	Adds a new record.
	Deletes the currently selected record.

### 3.6.4 SWITCHING BETWEEN THE TABBED AND DROP-DOWN MENU

At the end of the tab row the **Drop-Down Menu** button () displays. When you click this button the tab menu changes to a text field showing the name of the currently selected tab with an arrow to the right.


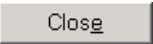
You can revert back to tab view by clicking on the **Tabs** button ()

### 3.6.5 FILE MENU

Clicking on the **File** menu in the entry screen displays the following commands:

- Save
- Print
- Printer Setup
- Close





The **Save**, and **Close** options are also available as buttons at the bottom of the entry screen.

Command	Description
Save 	When you enter data into an entry screen you must save the data you entered. All entry screens let you save data by selecting the <b>Save</b> option or by clicking the <b>Save</b> button.
Print	Clicking <b>File</b> , then <b>Print</b> displays a report of the data entered into a particular entry screen. The report can be printed by clicking on the printer icon in the upper left-hand corner of the window.  The report will print using the default printer installed in your Windows application. All reports will print on standard 8 ½" × 11" paper. To track revisions, each printed report will display the date and time of printing.
Printer Setup	Clicking <b>File</b> , then <b>Printer Setup</b> opens a standard Windows Printer Setup window. You can select the printer to which you will print reports, and the default number of copies you will print each time.
Close 	The <b>Close</b> command or button closes the entry screen and returns you to the Main Menu.

### 3.6.6 NOTE MENU

If you want to include notes with the data for your County Office of Education to refer to, you can add notes by selecting **Add Note** from the **Note** menu.

After you finish typing your note, click one of the following buttons at the bottom of the window as shown in the table below.

Button	Description
	This button saves the note with your data. Every time you open the screen your note displays when you open the Notes window.
	Removes text that you entered after you opened the window. If you saved text in the window, the program does not remove that saved text.
	Deletes all text in the Notes window. When you click <b>Delete</b> a dialog box displays asking if you want to remove the text; when you click <b>Yes</b> the program deletes the text and you cannot retrieve it.
	Closes the Notes window.

### 3.6.7 TOOLS MENU

If you want to copy saved P-1 taxes data to the P-2 reporting period, you can do so by selecting **Copy P-1 to P-2** from the **Tools** menu.

**Note:** In order to use this function you must have previously saved P-1 tax data and currently have the Taxes entry screen open for the P-2 reporting period.

### 3.6.8 HELP MENU

If you need assistance for a particular entry screen, click **Help** from the **Help** menu of that entry screen.

### 3.6.9 DELETE BUTTON

If you want to remove all data from all fields in the currently selected record of the entry screen and start over, click the **Delete** button. Once you delete the data you cannot retrieve it.

### 3.6.10 CANCEL BUTTON

If you click the **Cancel** button, all data that has not been saved will be cleared. The data reverts back to the last saved data, or to zero if no data was previously saved.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## 4.0 Lesson 3—Entering Tax Information

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### Lesson Objectives

To understand the tax screen, you will:

- A** Enter school district and county taxes.
- B** Copy taxes from P-1 to P-2.

## 4.1 ENTERING COUNTY AND SCHOOL DISTRICT TAXES

Because county and school districts receive the same type of taxes (such as Secured and Unsecured) you can enter these taxes using the same entry screen but by selecting different tax “types”.

The following steps will help you enter taxes for the correct LEA.

### 4.1.1 TASK: ENTER DATA IN THE TAXES ENTRY SCREEN

- ☐ Objective: To learn how to enter county and school district taxes.

	<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1.	Login as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Select <b>P-1</b> from the <b>Period</b> menu.	
3.	Click the left-arrow in the <b>County Auditor</b> grid.	
4.	Click the left-most column cell in the <b>Taxes</b> row in the <b>Entry Screens</b> grid.	The Taxes entry screen displays.
5.	Select <b>County</b> from the <b>Select TAX Type</b> drop-down list.	If this is the first time you are entering tax data for a county, a message displays reminding you to click the <b>Add New</b> button to add a new record. If there are records present, then you will not be prompted to add a new record.
6.	Click <b>OK</b> .	
7.	Click the <b>Add New</b> button.	You cannot enter data into the fields until you have clicked the <b>Add New</b> button.
8.	Select a county from the <b>County of Residence</b> drop-down list.	The selected county name displays.
9.	Select a COE from the <b>District of Residence</b> drop-down list.	The selected COE name displays.

10.	Click the <b>Add Record</b> button.	
11.	Enter whole numbers into each field.	
12.	Click <b>Save</b> .	<p>Notice that the <b>Total</b> field (A-11) displays the sum of fields A-1 through A-10.</p> <p>You can add multiple county tax records by clicking the <b>Add New</b> button and repeating steps 7-12.</p>
13.	Select <b>District</b> from the <b>Select TAX Type</b> drop-down list.	If this is the first time you are entering tax data for a school district, a message displays reminding you to click the <b>Add New</b> button to add a new record. If there are records present, then you will not be prompted to add a new record.
14.	Click <b>OK</b> .	
15.	Click the <b>Add New</b> button.	An <b>Add New Record</b> window will display.
16.	Select a county from the <b>County of Residence</b> drop-down list.	The selected county name displays.
17.	Select a district from the <b>District of Residence</b> drop-down list.	The selected school district name displays.
18.	Click the <b>Add Record</b> button.	
19.	Enter whole numbers into each field.	Notice that, depending on which county and district you choose, several fields are inactive because these taxes do not apply to your selection.

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20. Click **Save**.

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Notice that the **Total** field (A-11) displays the sum of fields A-1 through A-10.

You can add multiple district tax records by clicking the **Add New** button and repeating steps 15-20.

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21. Click **Close** to return to the Main Menu screen.

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22. Select **File, Logout** from the Main Menu screen to logout.

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The Logon screen displays.



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## 4.2 COPYING TAX DATA

Using the copy feature in the Tax Software, you can copy taxes from P-1 to P-2 for all the LEAs for which you entered P-1 data. You can also modify the copied data as needed.

### 4.2.1 TASK: COPY TAX DATA FROM P-1 TO P-2

- ☐ Objective: To learn how to copy taxes.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Login as the <i>County Auditor</i> user.	The Main Menu opens.
2. Select <b>P-2</b> from the <b>Period</b> menu.	
3. Click the left-arrow in the <b>County Auditor</b> grid.	
4. Click the left-most column cell in the <b>Taxes</b> row in the <b>Entry Screens</b> grid.	The Taxes entry screen displays.
5. Select <b>Copy P-1 to P-2</b> from the <b>Tools</b> menu.	The District List dialog box displays with the LEAs for which you entered data in P-1 displayed in the <b>P-1 Tax Data Captured</b> box.  Note: If there is no P-1 tax data to copy, you will receive an error message.
6. Click on an LEA in the <b>P-1 Tax Data Captured</b> box.	
7. Click the  button.	The selected LEA displays in the <b>P-1 Tax Data to Copy to P-2</b> box.
8. Holding the <b>Ctrl</b> key down, click on several more LEAs in the <b>P-1 Tax Data Captured</b> box.	
9. Click the  button.	The selected LEAs are added to the <b>P-1 Tax Data to Copy to P-2</b> list.

10.	Click the  button.	Notice that all the LEAs are now added to the <b>P-1 Tax Data to Copy to P-2</b> list.
11.	Click the  button.	Notice that all the LEAs move back to the <b>P-1 Tax Data Captured</b> box.  Practice moving LEAs back and forth between the two boxes.
12.	Click the  button to ensure that all LEAs are copied to the <b>P-1 Tax Data to Copy to P-2</b> list.	
13.	Click the <b>Copy Tax Data</b> button.	A message displays, showing that the copy operation has been completed.
14.	Click <b>OK</b> .	
15.	Click <b>Close</b> .	The District List window closes and you are returned to the Taxes entry screen.
16.	Select <b>County</b> from the <b>Select TAX Type</b> drop-down list.	The copied tax records and data display.  Notice that you can select <b>District</b> from the <b>Select TAX Type</b> drop-down list and view the copied district taxes.
17.	Click <b>Close</b> to return to the Main Menu screen.	
18.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

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## 5.0 Lesson 4—Exporting a Certified Data File to the COE

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### Lesson Objectives

To understand the export process, you will:

- A** Export a certified data file.
- B** Learn how to send a certified data file to your COE.

## 5.1 EXPORTING A CERTIFIED DATA FILE

For purposes of this training guide, you will learn how to export a certified data file for the Taxes entry screen.

### 5.1.1 TASK: EXPORTING TO A CERTIFIED DATA FILE

- ☐ Objective: To export data to a certified data file.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2. Select <b>Export</b> from the <b>File</b> menu, and then select <b>Certified Data</b> .	The Export Certified window displays. This window displays all LEAs and programs you can export to a certified data file. The left pane displays LEAs, and the right pane displays programs.
3. From the left pane of the window, click the plus (+) sign to the left of <b>County Offices of Education</b> .	<b>10017 Alameda Co. Office of Education</b> is displayed.
4. Click the box to the left of <b>10017 Alameda Co. Office of Education</b> .	A check mark displays in the check box. <b>Note:</b> If you click the check box again, the check mark will disappear.
5. From the right pane of the Export Certified window, under the County Offices of Education box, click the plus (+) sign to the left of <b>Tax</b> .	<b>Taxes</b> is displayed.
6. Click the box to the left of <b>Taxes</b> .	A check mark displays in the check box. <b>Note:</b> If you click the check box again, the check mark will disappear.
7. Click <b>Export</b> .	The Data modification dialog box displays.
8. Change the radio button to the right of question number one (1) to “ <b>Yes</b> ”.	The cursor focus shifts to the Comments field.

9.	Type “Test” in the Comments field.	
10.	Click <b>OK</b> .	Data is exported and a Status window displays the results of the export process.
11.	Read the Status report, then close the Status window.	
12.	Close the Export Certified window by clicking the <b>Cancel</b> button.	
13.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

## **5.2 SENDING CERTIFIED DATA FILES TO YOUR COUNTY OFFICE**

### **5.2.1 TASK: UNDERSTAND THE CONCEPT OF SENDING FILES TO YOUR COUNTY OFFICE**

After you export your data to a certified data file, send the certified file to your COE by e-mail or floppy disk.

Certified data files are located in the **Export** folder of the directory where your Tax Software was placed during installation of the software. This is usually in C:\Program Files\Tax Software\Tax Software 2003-04\V3.02.

**Note:** The Tax Software directory will be in a different location than the one listed above if you installed the software anywhere other than the default during installation.

E-mail makes the submission process quick and easy; however, you must also submit your signed certification letter to your COE. Refer to your e-mail software documentation for instructions about how to attach files to e-mail.

Your Internet Service Provider (ISP) may have attachment size limits, so ensure that e-mail attachments do not exceed the size limit. Contact your ISP for more information.

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## 6.0 Lesson 5—Importing a Certified Data File

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### Lesson Objectives

To understand the import process, you will:

- A** Import a certified data file from your hard drive.

## 6.1 IMPORTING A CERTIFIED DATA FILE

For purposes of this training guide, you will learn how to import a certified data file from a specific LEA.

### 6.1.1 TASK: IMPORT FROM A CERTIFIED DATA FILE

- ☐ Objective: To import data from a Certified Data File.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Logon as the <i>County Office</i> .	The Main Menu opens.
2. Select <b>P-2</b> from the <b>Period</b> menu.	
3. Select <b>Import</b> from the <b>File</b> menu, and then select <b>Certified Data</b> .	The Importing Certified Data screen opens.
4. Click the <b>Select File</b> button.	The Import Data File dialog box opens.
5. Select the file that you want to import.	
6. Click <b>Open</b> .	<p>If there are already records in the database for the LEA and program you are importing to, a message box will appear that asks whether you want to overwrite the existing data. If this occurs, click <b>Yes</b>.</p> <p>The file is imported and the status window displays.</p> <p>Note: If the import process fails, a message box will be displayed.</p>
7. Read the Status report, then click <b>Close</b> .	The status window closes.
8. Click <b>Close</b> .	<p>The Importing Certified Data screen closes and the Main Menu is displayed.</p> <p>Notice that the Entry Screens grid displays records.</p>

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across the entire width of the page, providing a guide for writing. The background is a clean, solid white color. There are no margins, text, or other markings present on the sheet.

## 7.0 Lesson 6—Printing Reports

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### Lesson Objectives

To understand the different print options, you will:


- A** Print reports from an open entry screen.
- B** Print reports from the Main Menu.



## 7.1 PRINTING A REPORT FROM AN OPEN ENTRY SCREEN

Reports specific to the Taxes program can be printed when the program's entry screen is open.

### 7.1.1 TASK: PRINT FROM AN OPEN ENTRY SCREEN

- ☐ Objective: To print a tax report from an open entry screen.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2. Select <b>P-2</b> from the <b>Period</b> menu.	
3. Click the left-arrow in the <b>County Auditor</b> grid.	
4. Click the left-most column cell in the <b>Taxes</b> row in the <b>Entry Screens</b> grid.	The Taxes entry screen displays.
5. Select <b>County</b> from the <b>Select TAX Type</b> drop-down list.	The previously entered records display.
6. Select <b>Print</b> from the <b>File</b> menu.	The Taxes prompt screen displays.
7. Select the <b>COE</b> radio button and click <b>Print</b> .	The Print Preview window displays the Taxes Report for the county office.  You can resize the window or you can use the scroll bars at the right and bottom of the window to scroll vertically and horizontally to view more of the report. The report page number displays in the lower left-hand corner of the window, if there are multiple pages, use the arrow buttons to navigate through the pages.
8. Click the <b>Print</b> button. 	The Print window displays.
9. Click <b>OK</b> .	The report is sent to the printer.

10.	Close the window by clicking the <b>Close</b>  button at the top right corner of the Print Preview window title bar.	
11.	Select <b>Print</b> from the <b>File</b> menu.	The Taxes prompt screen displays.
12.	Select the <b>School District</b> radio button and click <b>Print</b> .	The Print Preview window displays the Taxes Report for the school district(s). You can scroll through the districts using the arrow buttons if there are multiple districts.
13.	Close the window by clicking the <b>Close</b>  button at the top right corner of the Print Preview window title bar.	
14.	Click <b>Close</b> to close the entry screen.	
15.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

## 7.2 PRINTING FROM THE MAIN MENU SCREEN

### 7.2.1 TASK: PRINT REPORTS

- ☐ Objective: To print reports from the Main Menu screen.

	<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1.	Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
4.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid and change it to “Yes”.	The Taxes program is changed to “Yes”.
5.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Reports</b> .	The Taxes prompt screen displays.
6.	Select the <b>COE</b> radio button and click <b>Print</b> .	The Taxes report for the county office is sent directly to the printer and the Status window displays.  To print the Taxes report for the school district(s), repeat steps 5 and 6 selecting the School District radio button in step 6.
7.	Read the Status report, then click <b>Close</b> .	
8.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

### 7.2.2 TASK: PRINT CERTIFICATIONS

**Note:** You must have successfully exported a certified data file before you can print the certification letter.

- ☐ Objective: To print a Certification Letter.

	<b><i>What you do</i></b>	<b><i>Comments/Prompts</i></b>
1.	Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
4.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid to change the cell to “Yes”.	
5.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Certification</b> .	The Certification report is sent directly to the printer for programs that have successfully been exported and the Status window displays.
6.	Review the Status window, then click <b>Close</b> .	
7.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

### 7.2.3 TASK: PRINT BLANK REPORTS

- ☐ Objective: To print a blank report.

	<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1.	Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
4.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid to change the cell to “Yes”.	
5.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Blank Reports</b> .	The blank report for the selected LEA is sent directly to the printer and the Status window displays.
6.	Read the Status report, then click <b>Close</b> .	
7.	Click the <b>Selected</b> column cell of the LEA and change it to “No”.	
8.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
9.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid to change the cell to “Yes”.	
10.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Blank Reports</b> .	The blank report is sent directly to the printer and the Status window displays. Note: When no LEA is selected, a blank report with no LEA information included in the header of the report is generated.

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11. Read the Status report, then click **Close**.

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12. Select **File, Logout** from the Main Menu screen to logout.

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The Logon screen displays.

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## 7.2.4 TASK: PRINT BLANK CERTIFICATIONS

- ☐ Objective: To print a blank certification.

	<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1.	Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
4.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid to change the cell to “Yes”.	
5.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Blank Certification</b> .	The blank certification for the selected LEA is sent directly to the printer and the Status window displays.
6.	Read the Status report, then click <b>Close</b> .	
7.	Click the <b>Selected</b> column cell of the LEA and change it to “No”.	
8.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
9.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid to change the cell to “Yes”.	

10. Select <b>Print</b> from the <b>File</b> menu and then select <b>Blank Certification</b> .	<p>The blank certification is sent directly to the printer and the Status window displays.</p> <p>Note: When no LEA is selected, a blank certification with no LEA information included in the header of the report is generated.</p>
11. Read the Status report, then click <b>Close</b> .	
12. Select <b>File, Logout</b> from the Main Menu screen to logout.	<p>The Logon screen displays.</p>



### 7.2.5 TASK: PRINT SUMMARY REPORTS

- ☐ Objective: To print a Summary Report for your records.

	<b><i>What you do</i></b>	<b><i>Comments/Prompts</i></b>
1.	Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
3.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
4.	Click the <b>Selected</b> column cell of the <b>Taxes</b> row in the <b>Entry Screens</b> grid and change it to “Yes”.	
5.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Summary</b> .	The Taxes prompt screen displays.
6.	Select the <b>COE</b> radio button and click the <b>Print</b> button.	The Taxes Report for the County is sent directly to the printer and the Status window displays.
7.	Read the Status report, then click <b>Close</b> .	
8.	Select <b>Print</b> from the <b>File</b> menu and then select <b>Summary</b> .	The Taxes prompt screen displays.
9.	Select the <b>School District</b> radio button and click the <b>Print</b> button.	The Taxes Report for the Districts is sent directly to the printer and the Status window displays.
10.	Read the Status report, then click <b>Close</b> .	
11.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

### 7.2.6 TASK: PRINT CERTIFICATION EXCEPTION REPORTS

- Objective: To print a Certification Exception Report for your records.

<i><b>What you do</b></i>	<i><b>Comments/Prompts</b></i>
1. Logon as the <i>County Auditor</i> user.	The Main Menu opens.
2. Select <b>P-2</b> from the Period menu.	
3. Select <b>Print</b> from the <b>File</b> menu and then select <b>Tax</b> from the <b>Certification Exception</b> submenu.	The Certification Exception print preview window displays.  Note: In order to print a Certification Exception report, the program data must have first been Exported using the Export Certified function.
4. Click the <b>Print</b> button. 	The Print window displays.
5. Click <b>OK</b> .	The report is sent to the printer.
6. Close the window by clicking the <b>Close</b>  button at the top right corner of the Print Preview window.	
7. Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

### 7.2.7 TASK: PRINT A COE CERTIFICATION

- ☐ Objective: To print a COE Certification.

	<b><i>What you do</i></b>	<b><i>Comments/Prompts</i></b>
1.	Login as the <i>County Office</i> .	The Main Menu displays.
2.	Select <b>P-2</b> from the <b>Period</b> menu.	
3.	Click the <b>Selected</b> column cell of the LEA and change it to “Yes”.	
4.	Click the left-arrow of the LEA to activate the <b>Entry Screens</b> grid.	
5.	Click the <b>Selected</b> column cell next to the Taxes row in the Entry Screens grid to change the cell to “Yes”.	
6.	Select <b>Print</b> from the <b>File</b> menu and then select <b>COE Certification</b> .	The certification report is sent directly to the printer and the Status window displays.
7.	Read the Status report, then click <b>Close</b> .	
8.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal grey lines across its entire width, providing a template for writing or drawing. The margins are consistent on all sides.

## 8.0 Lesson 7—Uploading Data to the CDE

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### Lesson Objectives

To understand the upload to the CDE process, you will:

- A** Upload a certified file.

## 8.1 UPLOADING CERTIFIED FILES TO THE CDE

After COEs export their data to a certified data file, COEs must send the certified file to CDE via File Transfer Protocol (FTP), or by e-mail. Additionally, the County Superintendent must sign the Certification Letter submitted from the County Auditor and keep it on file.

The FTP process, for users familiar with FTP, is the most reliable transmission method. The Tax software contains an FTP component.

E-mail may also be used. However, it is important to note that your e-mail server may have limitations on the size of any attached files. If the file size is larger than allowed, you may need to use Winzip or a similar product to compress the files. Refer to your e-mail software documentation for instructions about how to attach files to e-mail.

Note: Only County Office users should utilize the Upload Certified Data functionality. County Auditors should not directly upload data to the CDE.

### 8.1.1 TASK: UPLOAD CERTIFIED DATA

- ☐ Objective: To upload a certified data file.

	<b><i>What you do</i></b>	<b><i>Comments/Prompts</i></b>
1.	Login as the <i>County Office</i> user.	The Main Menu opens.
2.	Select <b>Upload Certified Data</b> from the <b>Tools</b> menu.	The Submit Datafile entry screen displays.
3.	Click the <b>Advanced</b> button.	Notice the <b>FTP Configuration</b> fields. These do not need to be changed during training but you may find that the defaults require modification from your office computer.
4.	Click the <b>Cancel</b> button.	The FTP Configuration fields “roll-up”.
5.	Click the <b>Select File</b> button.	The Select Datafile to Submit window opens to the Export folder.
6.	Select the appropriate file and click <b>Open</b> .	The file immediately begins uploading to the CDE server, where it is stored for the apportionment. The Status window displays.

7.	Read the Status report, then click <b>Close</b> .	Notice that Upload Complete is displayed in the Submit Datafile window.
8.	Click <b>Close</b> to return to the Main Menu.	
9.	Select <b>File, Logout</b> from the Main Menu screen to logout.	The Logon screen displays.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.